



New Jersey Department of Children and Families Policy Manual

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[Click here to view, complete or print the Request for Travel Exception Form.](#)

WHEN TO USE IT

This form is used when requesting an exception to the Governor's and the Commissioner's travel moratoriums. The moratoriums impact out-of-state travel; in-state travel which requires an overnight (hotel) stay; staff attendance at conferences, conventions and seminars; non-state employee travel; and any other discretionary state business travel.

HOW TO USE IT

- Complete the Request for Travel Exception form as indicated.
- The DCF Office of Accounting completes the following items on the form:
 - Funding breakdown
 - NJCFS Appropriation Account Number(s)
 - Attachment Checklist
- The Department of Children and Families completes the Departmental Authorization.
- The Governor's Office completes the Governor's Office Determination.

DISTRIBUTION

Original - DCF Office of Accounting

Copy - Employee